



PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Planning Council

Approved

Thursday, February 9, 2006
5:00 pm to 6:30 pm
Area Agency on Aging
1366 East Thomas Road, Phoenix
Conference Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

Attended: Barr Jenkins, Carol Williams, Charlton Wilson, Claire Sinay, Colin Sheffield, Damon Gunn, Debby Elliott, Deborah Frusciano, Eric Moore, Fran Garrett, Helen Lansche, John Zielinski, Keith Thompson, Larry Stähli, Maclovía Zepeda, Marc Allan, Mark Kezios, Michelle Barker, Randall Furrow, Stephen O'Dell, Tara Geotas

Alternates: Carol McFadden for Jackie Meeks, Terri Leija for Mary Rose Wilcox

Excused: MiAsia Pasha

Absent: Antonio Escalante, Jesus Arellano

Guests: Jacque Miller, Darrel Johnson, Norris Reber, Jane DuFrane, Cheri Tomlinson, Lezli Stone, Randy Gearhart, Pedro Cons, Sara Warren

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established with 17 of 26 members at 5:12 p.m.

Review and approval of the minutes for the January 12, 2006 meeting

MOTION: Randall Furrow moved to approve the document. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Mark Kezios
Planning Council Chair

Phoenix EMA Ryan White Planning Council
4041 North Central Avenue, Suite 1537 • Phoenix, AZ 85012-3330
(602) 506-6321 phone • (602) 506-6896 fax
PlanningCouncil@mail.maricopa.gov

MEETING MINUTES *continued*

Administrative Agent update

Carol McFadden introduced Jane DuFrane, the new Administrative Agent, who spoke on her professional background and prior history in Phoenix. She briefly outlined her goals in her new role.

Chair update

Mark Kezios reported that the Executive Committee discussed that the monitoring and evaluation of cost-effectiveness will remain assigned to the Standards Committee.

The Chair encouraged all to request an excuse from Planning Council Support or the committees' chairs *prior* to any absence. He reminded everyone that the new attendance policy will be enforced.

Mark Kezios continued the update at the end of the meeting by giving a summary of activities discussed at the Executive Committee.

Pinal County Needs Assessment update

Tracy Kulik, the consultant for this project, provided a summary of their activity to date. Preliminary data will be presented in March with the final report in April.

Nominations for the Executive Committee office of Positive Community Representative

This item was tabled.

Approval of Standards of Care for Title I and Title II Pharmaceuticals

The Standards Committee has forwarded these Standards of Care for approval by the Planning Council.

MOTION: Eric Moore moved to approve the document. Larry Stähli seconded.

DISCUSSION: Michelle Barker responded to Stephen O'Dell that the medication error rate was based upon an industry standard.

Marc Allan inquired about the 3-day response rate for having a prescription ready. Committee members discussed that 3 days is also an industry standard and, like all standards, represents a maximum limit that does not take special circumstances into consideration.

MEETING MINUTES *continued*

Maclovía Zepeda inquired about provision of services in an appropriate language for each client. Michelle Barker responded that would be re-evaluated in the next revision, but is likely covered in the Universal Standards of Care.

OUTCOME: The motion passed.

Discussion concerning the Planning Council issuing a press release regarding the 2007 funding award

Mark Kezios discussed issuing a press release regarding the grant award and allocations decisions of the Council. He outlined the Executive Committee's goals for the release and asked for input.

MOTION: Carol McFadden moved to approve the document. Randall Furrow seconded.

DISCUSSION: Stephen O'Dell asked if could be distributed to members prior to publication. Mark Kezios replied it will be sent if time permits.

OUTCOME: The motion passed.

Discussion regarding allowing the Community Planning & Assessment to provide final approval on the additions to the Comprehensive Plan

John Sapero of Planning Council Support (PCS) discussed that additions for the Comprehensive Plan will not be ready for approval until the end of February. The Council discussed allowing the CPA Committee to approve the additions on behalf of the Planning Council, so that a March Council meeting will not have to be added to the meeting schedule.

MOTION: Marc Allan moved to authorize CPA to approve additions to the Comprehensive Plan on behalf of the Planning Council. Larry Stähli seconded.

DISCUSSION: Members discussed whether CPA should permit voting in their approval of the Plan by Planning Council Members who are not part of the committee. Although participation is encouraged for *any* meeting, it was determined that temporary voting privileges would be a bad policy.

OUTCOME: The motion passed.

Current events summaries

Tara Geotas announced a job opening for a Program and Project Specialist with Title II.

MEETING MINUTES *continued*

Call to the public

Debra Welborn invited all to the National Women's and Girls' HIV/AIDS Awareness Day, Friday, March 12, 2006, 9 a.m. to 3 p.m., at Phoenix College.

Adjourn

The meeting adjourned at approximately 6:00 p.m.

The next meeting of the full Planning Council is scheduled for: Friday, March 17, 2006. The annual Planning Council Retreat will take the place of the regularly scheduled March meeting.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.